

Employee Status Verification Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request verification of employment status for [Employee's Full Name], who has been employed with [Your Company] since [Employment Start Date]. In order to process [specific purpose, e.g., loan application, academic enrollment], it is necessary to confirm their current employment status.

Please provide the following details regarding [Employee's Full Name]:

- Position/Title
- Employment Status (Full-time/Part-time)
- Start Date of Employment
- Current Salary (if applicable)

Your prompt attention to this matter would be greatly appreciated. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]